

**METROPOLITAN NASHVILLE PUBLIC SCHOOLS
POSITION DESCRIPTION**

TITLE: GUIDANCE AND COUNSELING TECHNICIAN

DUTIES

REPORTS TO: Building Principal and Coordinator of Guidance and Counseling

GENERAL DESCRIPTION

Provide assistance to counselors and administrators with the management of students' cumulative records, testing, scheduling, credit verification and other reports required by counselors and administrators. Candidates must have effective office management skills, knowledge of MNPS schools and guidance procedures, state graduation requirements, and the ability to work in the computerized student management system.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Work with MNPS Student Management System to accurately manage electronic student information.

Provide assistance to counselors and administration by checking students' transcripts, report cards, records, credit verification forms and schedules to ensure that students are correctly scheduled in courses and records are accurate and up-to-date.

Assist in the management of cumulative records by checking information to ensure that all records are accurate and up-to-date.

Compile and distribute reports as required by counselors and administrators.

Assist in the organization of testing materials, as directed by the counselors.

Assist counselors and administrators as needed in student scheduling and administration of the counseling office.

GENERAL RESPONSIBILITIES, REQUIREMENTS, AND IMPACTS

DATA RESPONSIBILITY: *"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations*

Assists guidance counselors in interpretation of district and state policies and procedures.

Interprets student records and assists students in making educational decisions. Compiles and distributes reports as required by the administration or counselors.

PEOPLE RESPONSIBILITY: *"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Building administrators, guidance counselors, students, and parents.

MATHEMATICAL REQUIREMENTS: *"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms

COMMUNICATIONS REQUIREMENTS: *"Communications" involves the ability to read, write, and speak.*

Ability to read and interpret data; ability to converse with administrators, students, and parents.

COMPLEXITY OF WORK: *"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Work is moderately complex: managing and interpreting student records.

IMPACT OF DECISIONS: *"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderate impact - affects those in work unit.

EQUIPMENT USAGE: *"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Computer software, general office equipment.

SAFETY OF OTHERS: *"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *"Education Requirements" refers to job specific training and education required for entry into the position.*

High school education, some college preferred.

EXPERIENCE REQUIREMENTS: *"Experience Requirements" refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Must be familiar with MNPS policies dealing with State and MNPS graduation requirements.
Must have a working knowledge of the computerized Student Management Systems

More specific degree, certification, and experience requirements will be included in the position announcement as vacancies occur.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *"Physical Demands" refers to the requirements for physical exertion and coordination of limb and body movement.*

The physical demands are representative of those that must be met by any employee to successfully perform the essential functions of this position.

UNAVOIDABLE HAZARDS: *"Unavoidable Hazards" refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *"Sensory Requirements" refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Salary Range: Grade 6